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MEMORANDUM FOR: Deputy Director for Administration

FROM: 25X1
                    Executive Director

SUBJECT: Study on the Use of Personal Computers

1.   This memorandum requests your support in arranging for a
study of the requirements for, costs of, and overall implications
for the Agency's ADP architecture associated with increasing the
use of personal computers (PC) to meet new, single terminal
workstation requirements.

2.   Background: On 16 December, the Information Systems
Board met to discuss the recommendations contained in the interim
report of its Workstation Environment Working Group. The report
addressed the advisability of combining word and data processing
in a single terminal. The Board generally supported the
recommendations of the Working Group:

        -- to provide minimal connectivity (i.e., file transfer)
    between the Wangs and the IBM mainframes and make Wang
    Alliance terminals interactive with the mainframes,
    recognizing that only a subset of the available interactive
    functions will be available;

        -- to improve Host-Based Word Processing so as to offer
    as much Wang-like word processing functionality as possible
    in the Delta Data;

        -- to meet new terminal requirements with commercially
    available PCs -- an option which is burdened with several
    unique costs, e.g., Agency resources would have to be used
    to create an interface between the PCs and the mainframes.

I understand that the Office of Data Processing (ODP) has
the first two actions well underway and that no further effort is
required to keep them on track. Regarding the third action, the
Board believes that additional information is needed before a
decision is made to acquire additional PCs in significant
numbers. Therefore, I request that you arrange for a study of
the requirements, costs, and implications for the Agency's
overall ADP architecture associated with an increased use of PCs

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as single terminal workstations to handle both word and data processing. Consensus of the Board, although not a unanimous view, was that an outside contractor should be engaged. I leave that decision to you.

The duration of the study should not exceed six months and, should you decide to go the external contractor route, the contract should be held under $500 thousand. The Directors of ODP and the Office of Development and Engineering (OD&E) have agreed to prepare a Statement of Work for the study. The Workstation Environment Working Group will be asked to "stand down" on the preparation of its final report pending completion of a contracted study. I will ask the members of the Working Group to assist you in whatever manner would most effectively use their recent experience and expertise. Finally, at the 16 December meeting, the Director of Security agreed to delete a statement regarding restrictions on the use of PCs in the Agency from a draft of [   ] "Electronic Information Processing System Security," until the study has been completed and the Board has reached its conclusions regarding increased PC usage.

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